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# Requirements for Master's Degrees

To receive the master's degree at San Diego State University, the candidate must complete the following general requirements as well as the more specific requirements listed in the appropriate sections of Part Five of this bulletin.

## Official Programs of Study

Official programs of study are to be submitted to the Division of Graduate Affairs for approval after the student has been granted classified graduate standing. The program must be submitted prior to or concurrent with the time the student wishes to be considered for advancement to candidacy and the student must be in good academic standing at the time of submission. The requirements governing the official program will be those specified in the bulletin in effect at the time the program is approved in the Division of Graduate Affairs.

Official master's degree programs of study, as recommended by the graduate adviser and approved by the graduate dean, are binding unless the student withdraws from the university. Withdrawal is defined as having taken no courses during two consecutive semesters without an approved leave of absence.

A student who withdraws from the university and is later readmitted with classified graduate standing may, with the recommendation of the graduate adviser and the consent of the graduate dean, continue with the original official program of study or may be required to submit a new program that complies with the requirements of the current *Graduate Bulletin* in effect at the time of readmission.

When course requirements listed on an official master's degree program deviate from those prescribed in the *Graduate Bulletin*, the student must submit to the graduate dean a petition for adjustment of academic requirements.

It is the student's responsibility to complete the specific courses listed on the official program of study with a grade of C or better. No changes will be permitted unless recommended by the graduate adviser and approved by the graduate dean. No course can be deleted from an official program of study after the course has been completed. This includes a course for which a student has registered and received an "Incomplete" or "Report in Progress" grade.

## Foreign Language Requirement

Some departments require students to pass a foreign language requirement prior to advancement to candidacy, or in some cases, prior to graduation. See Part Five of this Bulletin for details.

## Advancement to Candidacy

A student who holds classified graduate standing and who meets the scholastic, professional, and personal standards of the university may be considered for advancement to candidacy for the master's degree at the point of submission of the official program of study. For the Master of Arts, the Master of Science, the Master of Business Administration, the Master of Music, the Master of Public Administration, and the Master of Public Health degrees, a student may be advanced to candidacy after completing at least 12 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the Master of City Planning, the Master of Science in counseling, the Master of Science in rehabilitation counseling, and the Master of Social Work degrees, the student must have earned at least 24 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the degree of Master of Fine Arts in art, or the degree of Master of Fine Arts in theatre arts, the student must have earned at least 30 units of coursework listed on the official program of study with a minimum grade point average of 3.0 (B); for the degree of Master of Fine Arts in creative writing, the student must have earned at least 30 units of coursework listed on the official program of study with a minimum grade point average of 3.25.

In addition to having classified graduate standing and the grade point averages specified above, the student must have maintained the required grade point averages (see section on next page) with no grade of less than 2.0 (C) in a program course, completed all the undergraduate deficiencies, and the special requirements of the department or school concerned. The Division of Graduate Affairs will send the students written notification of advancement to candidacy.

A program of study must be on file at least one semester prior to graduation. A student may not enroll in 799A, take a Plan B comprehensive examination, or enroll in certain courses within the degree program until advanced to candidacy.

## Unit Requirements

Credit earned by correspondence or by examination is not acceptable on advanced degree programs. Courses applied toward one advanced degree may not be used to fulfill the requirements of another advanced degree. Courses designated undergraduate level cannot be used towards an advanced degree. Coursework completed prior to earning a baccalaureate degree is not applicable toward any future graduate degree except under policy for concurrent master's degree credit.

At least one-half of the units required for a master's degree must be courses at the 600- and 700-level. Many programs are more restrictive than this regarding courses at the 500 level. Check the specific program for any further restrictions.

When directed by the Office of Financial Aid and Scholarships, some students may be required to obtain approval when additional coursework, not on the official master's degree program, is required to prepare for a thesis or a project. The additional courses must be recommended by the graduate adviser and approved by the Division of Graduate Affairs in order for the student to receive financial aid.

### Master of Arts, Master of Music, Master of Science, and Master of Public Administration Degrees

Thirty to 33 units (36-48 units for the Master of Public Administration, 38 units for the Master of Science degree in psychology, 36 or 44 units for the Master of Arts in speech, language, and hearing sciences) of approved 500-, 600-, and 700-numbered courses earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Not more than nine units in approved extension and transfer courses may be used to satisfy the minimum unit requirement for the degree. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Business Administration Degree

A minimum of 39 units and up to a maximum of 45 units of 500-, 600-, and 700-level courses earned in graduate standing and specified by the College of Business Administration. A maximum of six units of 500-level courses are acceptable. Up to 12 units of coursework may be accepted for transfer credit for programs of study consisting of 42 or more units. Up to nine units of coursework may be accepted for transfer credit for programs of study consisting of 39 units. **No more than a total of six units in courses numbered 780, 797, 798 will be accepted for credit toward the degree.**

### Master of Business Administration Degree for Executives

A minimum of 48 units of 600- and 700-level courses earned in graduate standing. These courses will be offered in a predetermined pattern. No transfer courses and no substitute courses are accepted.

### Master of Business Administration Degree (Sports Business Management)

A minimum of 45 units of 600- and 700-level courses earned in graduate standing. These courses will be offered in a predetermined pattern. No transfer courses and no substitute courses are accepted.

### Master of City Planning Degree

Forty-eight units of approved 500-, 600-, and 700-numbered courses earned in graduate standing, at least 39 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 48 units for the degree. **No more than a total of nine units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Engineering Degree

Thirty-six units consisting of 500-, 600-, and 700-numbered courses specified by the degree requirements and program director while earned in graduate standing and six units of ENGR 798 (project) which may be taken as two three-unit modules. At least half of the units required must be in 600- and 700-numbered courses. **No more than a total of nine units in approved extension and transfer courses may be used to satisfy the minimum unit requirement for the degree.** Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree.

### Master of Fine Arts in Art Degree

Sixty units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the School of Art and Design, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **No more than a total of nine units in course 798 will be accepted for credit toward the degree.**

### Master of Fine Arts in Creative Writing Degree

Fifty-four units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the Department of English and Comparative Literature, at least 36 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units for the degree. **No more than a total of six units in course 798 will be accepted for credit toward the degree.**

### Master of Fine Arts in Film and Television Production Degree

Fifty-four units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the School of Theatre, Television and Film, at least 36 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 54 units for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Fine Arts in Theatre Arts Degree

Sixty units of 500-, 600-, and 700-numbered courses earned in graduate standing and specified by the School of Theatre, Television and Film, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Public Health Degree

A minimum of 51 units of approved 500-, 600-, and 700-numbered courses earned in graduate standing. Up to nine units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum units required for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Science in

### Bioinformatics and Medical Informatics Degree

Thirty-three units of 500-, 600-, and 700-numbered courses for the standard bioinformatics and medical informatics degree or 38 units of 500-, 600-, and 700-numbered courses for the concentration in professional science master as specified by the degree requirements while earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted toward the degree.**

### Master of Science in Computational Science Degree

Thirty units of 500-, 600-, and 700-numbered courses for the standard computational science degree or 40 units of 500-, 600-, and 700-numbered courses for the concentration in professional applications as specified by the degree requirements while earned in graduate standing. At least half of the units required must be in 600- and 700-numbered courses. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Science in Counseling Degree

Sixty units of 600- and 700- numbered courses earned while in graduate standing and specified by the Department of Counseling and School Psychology. Up to 24 units of coursework may be accepted for transfer credit. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Science in Nursing Degree

A minimum of 36 units of 500-, 600-, and 700- numbered courses earned while in graduate standing and specified by the School of Nursing. Some concentrations or specializations require up to 24 additional units. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required in each concentration or specialization. Up to 12 units of coursework may be accepted for transfer credit. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Science in Regulatory Affairs Degree

Thirty-nine units of 600- and 700- numbered courses as specified by the director of the regulatory affairs program while earned in graduate standing. No more than 12 units in approved special session courses prior to matriculation and transfer courses may be used to satisfy the minimum unit requirement for the degree. Courses required to remove undergraduate deficiencies are in addition to the minimum number of units required for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

### Master of Science in Rehabilitation Counseling Degree

Sixty units of 600- and 700-numbered courses earned while in graduate standing and specified by the rehabilitation counseling program, at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum 60 units for the degree. **No more than a total of six units in ARP 743 will be accepted; no more than a total of 12 units in ARP 744 will be accepted; and no more than a total of nine units in ARP 745 will be accepted toward the degree.**

### Master of Social Work Degree

Thirty-eight units of 500-, 600-, 700- numbered courses earned while in graduate standing and for the advanced standing degree or 60-63 units of 500-, 600-, 700-numbered courses earned while in graduate standing and for the standard degree as specified by the School of Social Work at least 30 of which must be completed in residence. Courses required to remove undergraduate deficiencies are in addition to the minimum units for the degree. **No more than a total of six units in courses numbered 797 and 798 will be accepted for credit toward the degree.**

## Grade Point Averages

Grade point averages of at least 3.0 (B) must be maintained in:

1. All courses listed on the official degree program.
2. All courses, 300-level and above, taken at San Diego State University concurrently with or subsequently to the earliest course listed on the official degree program, including courses accepted for transfer credit.

A grade point average of at least 2.85 must be maintained in all courses on the graduate record. No transfer or extension credit may be used to improve the grade point average of units completed at San Diego State University whether computed to determine the average on the official degree program or the overall average.

### Grade Restrictions for Master's Degree Programs

No course in which a final grade below "C" (2.0) was earned may be used to satisfy the requirements for an advanced degree. No 500-, 600-, or 700-numbered courses graded Credit/No Credit except those offered for Credit/No Credit only are acceptable on a master's degree program. No undergraduate courses graded Credit/No Credit may be assigned to the deficiencies listed on a master's degree program. At least 70 percent of the units used to fulfill the minimum requirements on a master's degree program shall be letter graded.

Units graded Credit/No Credit earned in practica, field experiences, and internships explicitly stated as specific requirements for a graduate degree will not be included in the determination of the number of non-lettergraded units allowable on the program of study.

### Degree Time Limitations

All requirements for advanced certificates and master's degrees coursework must be completed within six consecutive calendar years after initial registration. All requirements for master's and joint master's degrees entailing more than 36 units must be completed within seven consecutive calendar years after initial registration. Time spent on leave of absence is counted toward the degree time limit. Time spent in compulsory service by active duty military is not counted toward the degree time limit. Students who do not graduate by this deadline will be subject to administrative disqualification by the graduate dean. With the approval of the program or department graduate adviser, a student in the sixth academic year of graduate study may appeal to the graduate dean for a one-year time limit extension. Students who exceed the time limit and wish to continue their studies must formally apply for new admission. Programs readmitting students who have been disqualified for exceeding the time limit should consult with the student at the time of readmission to determine whether credits previously earned will meet current degree requirements. Disqualified and readmitted students will be held to current *Graduate Bulletin* requirements and will need approval from their program adviser to use expired courses.

### Subject (Thesis/Dissertation) Research Involving Human Subjects or Animal Subjects

Committee authorization must be obtained in advance of conducting research involving humans or animals. Failure to observe this requirement could result in the refusal of the university to accept the completed thesis/dissertation.

Research in which information is obtained about an individual through the use of a survey, interview, observation or experimentation or which involves analysis of previously collected human tissues, records, samples or other existing or secondary data is subject to review and approval of the Institutional Review Board (IRB). For students enrolled in a joint doctoral program, IRB review may be required at each campus. Students are responsible for knowing and complying with IRB review requirements at the institution(s) in which they enrolled. IRB review application materials and guidance on the SDSU campus may be obtained online at <https://newscenter.sdsu.edu/researchaffairs/default.aspx>.

Students planning to conduct research that involves the use of live, vertebrate animals must be listed on a protocol approved by the Institutional Animal Care and Use Committee (IACUC) where the research will take place. If the research will occur under a SDSU approved protocol, the student must be listed on the responsible faculty's animal protocol form and receive required training. Application materials used to request a review by the IACUC may be obtained online at <http://gra.sdsu.edu/iacuc> or through the Division of Research Affairs located in Gateway Center, Room 3519.

Upon receipt of written authorization from the relevant committee, IRB or IACUC, students may initiate their research and register for required coursework.

### Thesis, Plan A and Non-Thesis, Plan B

Satisfactory completion of a thesis, project, or comprehensive examination is defined as follows:

(a) A thesis is the written product of a systematic study of a significant problem. It identifies the problem, states the major assumptions, explains the significance of the undertaking, sets forth the sources for and the methods of gathering information, analyzes the data, and offers a conclusion or recommendation. The finished product evidences originality, critical and independent thinking, appropriate organization, language, and format, high level of writing competency, and thorough documentation. In most cases, an oral defense of the thesis is required.

(b) A project is a significant undertaking appropriate to the fine and applied arts or to professional fields. It evidences originality and independent thinking, appropriate form, language use, organization, and rationale. It is described and summarized in a written abstract that includes the project's significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required.

(c) A comprehensive examination is an assessment of the student's ability to integrate the knowledge of the area, show critical and independent thinking, and demonstrate mastery of the subject matter. The results of the examination evidence independent thinking, appropriate organization and high level of writing competency, critical analysis, and accuracy of documentation. A record of the examination questions and responses shall be maintained in accordance with the records retention policy of the California State University.

**Plan A**, requiring a thesis or project, may be selected by a student seeking the master's degree, provided the department or school includes 799A, Thesis, on the official program of study. Course 799A represents three units of academic credit and can only be taken Credit/No Credit. A grade of "CR" is granted by the Division of Graduate Affairs upon thesis approval by the thesis committee, the department or school, and the Graduate Council. Students will not be permitted to register in 799A until they have been officially advanced to candidacy, and have an officially approved *Thesis or Project Committee Form* on file in the Division of Graduate Affairs. Unauthorized registration in this course may result in cancellation of enrollment.

One electronic copy of all master's theses or projects are submitted to the library at San Diego State University and are subject to the policies of the library with respect to the circulation or duplication of its cataloged materials. An additional electronic copy is submitted to the ProQuest ETC (Electronic Thesis & Dissertations) system. Students should obtain a current edition of the *SDSU Dissertation and Thesis Manual*. The manual is available at <http://www.montezumapublishing.com/Portals/4/docs/DTM.pdf>.

**Plan B**, requiring a comprehensive written examination in lieu of a thesis, may be followed in certain graduate degree curricula as indicated in Part Five of this bulletin. Dates on which comprehensive examinations are given are determined by the department or school concerned. Results of comprehensive examinations must be reported to the Division of Graduate Affairs by the department or school. Refer to the academic calendar preceding Part One of this bulletin for deadline dates. To be eligible to take the Plan B comprehensive examination, the student must have been advanced to candidacy.

### Thesis Committee

In consultation with the graduate adviser, a student will select a thesis chair. The student, graduate adviser, and committee chair will select the remaining faculty committee members. The student must obtain *The Appointment of Thesis Committee Form* and the *Rights to Thesis/Dissertation Data and Publication Authorship Form* from the Division of Graduate Affairs. These forms must be signed by all committee members and the graduate adviser. The Division of Graduate Affairs will then review the composition of the student's committee, verifying that it meets university requirements.

The thesis committee is composed of at least three full-time SDSU faculty members. At least two of the members, including the committee chair, must hold permanent faculty appointments, or be an approved emeritus faculty including faculty in the FERP program. The first two committee members must be faculty from the department or the interdisciplinary faculty group in which the thesis is written. The third committee member must be an SDSU faculty member from a department other than the department in which the thesis is written. For complete information on composition of a thesis committee, see Appendix C of the *SDSU Dissertation and Thesis Manual*.

Determination of whether the thesis research will involve human or animal subjects must be made at this point (see *Thesis/Dissertation Research Involving Human Subjects or Animal Subjects* in this section of the bulletin). If human or animal subjects will be used, appropriate authorization for such use must accompany the thesis committee form when it is submitted to the Division of Graduate Affairs. The thesis committee will not be approved without appropriate research clearance.

Upon official approval of the thesis committee and publication authorship forms by the Division of Graduate Affairs, the student is eligible to enroll in 799A, Thesis. Enrollment must occur during the normal registration period each semester and the schedule numbers for registration are provided by the Division of Graduate Affairs. Registration dates and deadlines are listed in the academic calendar each year.

## Theses Embargo

Library and Information Access will restrict (embargo) the use of a thesis or project if the author and the chair of the thesis committee request such action and the graduate dean approves. The purpose of the restriction is to protect the author's right to publish or otherwise exploit the new knowledge before making it available to others. The display of a thesis, dissertation, or project may be embargoed for a period of up to one year upon written request of the student and consent of the dean of the Graduate Division. In the case of joint doctoral degrees, students must notify both schools and comply with each schools' policies. To designate restricted use of a thesis, the author and the thesis committee chair should send a memorandum requesting restricted use to the dean of the Graduate Division. If the dean approves, the request is sent to the Monograph Cataloging Unit, who in turn will withhold from use all copies of the restricted thesis when they are received in Library and Information Access. The author's memorandum to the dean of the Graduate Division requesting restricted use of a thesis should state the following: (1) The reason for the request; (2) The period of restriction (up to one year); and (3) The author's address and telephone number. These will be used by the university's archival librarian in requesting permission for a reader to consult, borrow, or copy the thesis during the period of restriction.

Authors may request a renewal of the restriction period for a second year by sending a memorandum to the associate dean of the Graduate Division specifying the reason for the renewal. *Once a thesis or dissertation is published, restricted use is no longer an option.*

## Theses in Foreign Languages

As presentations of original research to the academic community, theses are ordinarily prepared for the university in the English language. In certain cases, however, for a foreign language degree, a student's thesis in the history and literary analysis of non-English languages and literatures may be presented in the subject language. When the departmental graduate adviser and the prospective thesis committee deem this academically appropriate for the specific research topic, the appointment of the student's thesis committee and authorization of the thesis research by the graduate dean shall be based on the provisions that (1) an abstract of the thesis shall be presented in English; (2) all members of the thesis committee shall be fluent in the subject language; and (3) student competency in standard written English shall be demonstrated through satisfactory completion of a departmental procedure that has been approved by the graduate dean.

To obtain approval by the graduate dean: (1) the "thesis in a foreign language" box must be checked on the appointment of thesis committee form, and (2) written verification by the departmental graduate adviser that provisions 2 and 3 above have been met must be attached to the appointment of thesis committee form when it is submitted to the Division of Graduate Affairs.

## Submission of Theses

Final submittal of a thesis requires formal approval of the faculty thesis committee. Thesis manuscripts will only be accepted that conform to the format and presentation requirements specified by the Graduate Council and sponsoring department. These requirements are fully outlined in the *SDSU Dissertation and Thesis Manual*. The manual is available at <http://www.montezumapublishing.com/thesis1/thesisformatting/formatting.aspx>.

Students must be enrolled in 799A, Thesis, or 799B, Thesis Extension, in the term in which the thesis is granted approval by the faculty committee and submitted to Montezuma Publishing for review. Students will not be required to register for thesis in any subsequent term, provided the thesis is accepted by Montezuma Publishing by the end of the last working day of the semester in which the student is enrolled in 799A or 799B. Consult the academic calendar preceding Part One of this bulletin for specific deadline dates.

Manuscripts deemed unready for submission, as determined by the Montezuma Publishing reviewer, will be rejected and returned to the student. Manuscripts are considered unready for submission when (1) they are not in compliance with department guidelines as described in Section 1.4.1 of the *SDSU Dissertation and Thesis Manual*; (2) they are not in compliance with the university's guidelines as stated in the *SDSU Dissertation and Thesis Manual* (that is, there are gross deficiencies of format or presentation; see Section 1.4.2); (3) they are incomplete. Students who cannot meet the final deadline for submission because of such rejection will be required to enroll or reenroll in 799B and reapply for graduation for the following term.

A "Cr" grade in 799A, Thesis, will only be granted upon approval of the thesis and payment of thesis filing fee. The Division of Graduate Affairs is solely responsible for the submission of grades for 799A and 799B. If the entire submission process is not completed by the publication deadline listed in the academic calendar, the student will be required to reapply for graduation for the term they expect to graduate.

If a student submits for review before the last day to submit deadline, but does not pass, the student can resubmit at any point until the last day to submit deadline or within 45 days of receiving a corrections email, whichever comes later. If the student does not pass within this time frame, the thesis will be rejected and the student will have to register in 799B, Thesis Extension, the following semester and re-apply for graduation.

A student must pay for publication within 90 days of the notification that they have passed review. If a student fails to pay for publishing within this time frame, the thesis will be rejected and the student will have to register in 799B, Thesis Extension, the following semester and re-apply for graduation.

## Final Approval

The student's official program of study, as approved by the graduate adviser and the graduate dean, and all required examinations must be completed satisfactorily in order for the Graduate Council to recommend a student for an advanced degree.

## Writing Competency

The university requires that all candidates for an advanced degree demonstrate writing competency in the English language. This requirement may be met by successful completion of the written comprehensive examination in Plan B or final approval of a thesis or project in Plan A.

In accordance with the Americans with Disabilities Act, individuals with a disability who are in need of an accommodation in order to fulfill this requirement should so notify their graduate adviser and appropriate accommodation(s) shall be made.

### Application for Graduation

Graduation is not automatic upon the completion of requirements. Students who intend to graduate must take the initiative. When they believe they are eligible, they should file an application via their web portal. Deadlines by which applications must be received in the Division of Graduate Affairs are published each year in the academic calendar and on the GRA website at: <http://aztecgrad.sdsu.edu/gra/>.

A nonrefundable application fee of \$55.00 is required. All requirements must be completed by the graduation date. Candidates for graduation are not eligible to register for terms subsequent to the graduation date unless an application for readmission has been filed with Graduate Admissions. For all other graduation or cancellation information please visit: <http://aztecgrad.sdsu.edu/gra/>.

### Award of Degree

Upon the recommendation of the faculty of San Diego State University, the Board of Trustees of the California State University awards the appropriate degree to a student who has completed the prescribed course of study. The process of posting degrees to transcripts will take approximately six to eight weeks. Candidates for graduation whose

record carries a grade of Incomplete (I) or a Report in Progress (RP) will graduate provided they are otherwise eligible for graduation. However, the Incomplete (I) or Report in Progress (RP) cannot be made up after the degree has been granted. An incomplete course will be counted as an F for grade point average purposes at the time of graduation. If students do not wish to graduate with the grade of Incomplete (I) or Report in Progress (RP) on their record, they must officially cancel their application for graduation.

### Diploma

The Division of Graduate Affairs will mail the appropriate diploma to the student approximately eight to ten weeks after the date of graduation. It is the student's responsibility to provide the correct mailing address through their WebPortal.

### Commencement

Commencement exercises are held each year at the conclusion of the spring semester for students completing degrees in the spring and summer terms, or the fall term in the previous calendar year. Details regarding commencement are mailed to prospective participants in March, and are available on the commencement website at <http://go.sdsu.edu/commencement>.

